

Insert Letterhead

MEMORANDUM FOR AMC PASSENGER Terminal

FROM: (Organization Name)

SUBJECT: Non Command Sponsor Letter

1. The following individuals, who are/is sponsored by (Rank, Name, Unit, DSN: XXX-XXX-XXXX, Last 4 of SSN), is/are approved to travel space available to and from Incirlik Air Base, Turkey during the 90 days following the date of this letter:

Name	Dates of Visit	Address	Reason for Visit

2. The above-named person(s) are eligible in one of the following options:

☒ a. Non-command sponsored eligible family members (DEERS-enrolled dependents not residing with a member during permanent tour at Incirlik AB).

☒ b. Non-command sponsored eligible members (Space-A eligible personnel sponsored on base by permanent duty members assigned to Incirlik AB not covered by "a" above).

3. This waiver is granted as outlined in DOD 4515.13R, Chapter 6 Table C6.T.1 item 31, Foreign Clearance Guide.

4. If you have any questions, please call Name at DSN: (XXX) XXX-XXXX

Unit/Squadron Commander's
Signature Block

(Name of Commander must be identified in Foreign Clearance guide.)